

# State of Arkansas

MIKE BEEBE  
GOVERNOR



KINGSLEY J. GLASGOW  
EXECUTIVE DIRECTOR

## ARKANSAS STATE BOARD OF ARCHITECTS

### A.R.E. TEST APPLICATION PROCEDURES

#### BEFORE ANY SCORES ARE RELEASED TO CANDIDATES,

1. The applicant must complete the Arkansas State Board of Architects Registration Form, and mail the form along with a check for two hundred fifty dollars (\$250.00) to the Arkansas State Board of Architects. Forms that are not completed in full will not be processed. Applications may not be faxed. Please note that all fees are non-refundable.
2. The Thomson Prometric will send to the applicant a confirmation letter indicating the divisions for which the applicant is eligible. The applicant will also be sent a *Bulletin of Information* by the Thomson Prometric that provides information about how to schedule an appointment to take the A.R.E. If the applicant is taking one or more of the three graphic divisions, the applicant will be sent tutorial disks in diskette or CD ROM form.
3. The applicant will call either a local Sylvan test center or Sylvan's National Registration Center to schedule an appointment for each of the divisions he/she will take. DO NOT CONTACT THE BOARD TO SCHEDULE AN APPOINTMENT! An applicant may schedule one division at a time. Testing reservations will be accepted on a first-come, first-served basis and will be restricted only by seat availability at each test center.
4. At the time the applicant contacts Sylvan for an appointment to test, he/she must pay for the test(s). An appointment made by telephone must be paid for by a credit card (VISA, MasterCard, or American Express).
5. If the applicant wants to change an appointment or cancel an appointment, the applicant can do so by calling Sylvan. DO NOT CONTACT THE BOARD TO CHANGE APPOINTMENTS! The applicant is responsible to remember his/her scheduled appointment; no reminder notice will be sent. DO NOT CONTACT THE BOARD TO VERIFY APPOINTMENTS, as the Board will not have this information.
6. The applicant takes the division. The results are sent via electronic means to the Thomson Prometric. Thompson Prometric processes the results, performs a quality control procedure on the results, determines whether the score should be held and loads the applicant/s results in the NCARB database.
7. The results are sent directly to each of the member boards. DO NOT CONTACT THE BOARD TO DETERMINE YOUR TEST RESULTS. As soon as the Arkansas State Board of Architects receives your results, a letter will be sent to the applicant.
8. For applicants who fail a particular division, Thomson Prometric will automatically send a letter to the applicant six (6) months after the date when they failed the division. Remember, you must wait six (6) months to retake a failed division.

## A.R.E. REGISTRATION FORM

### Instructions:

1. Print or type the answers to all questions.
2. Enclose a check in the amount of two hundred fifty dollars (\$250.00)
3. Check payable to: **Arkansas State Board of Architects**
4. All fees are non-refundable.
5. Mail completed form and payment to:  
Arkansas State Board of Architects  
**A.R.E. Division**  
101 East Capitol Avenue, Suite 110  
Little Rock, Arkansas 72201

Please use the name on your driver's license. Your driver's license will be used as your verification when you register to test at the Sylvan Testing Center.

1. Name: \_\_\_\_\_  
Last First Middle

2. Date of Birth: \_\_\_\_\_

3. Business Name: \_\_\_\_\_

\_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State or Province

\_\_\_\_\_  
County

\_\_\_\_\_  
Zip Code

Residence Address: \_\_\_\_\_  
Street or P. O. Box Apt #

\_\_\_\_\_  
City

\_\_\_\_\_  
State or Province

\_\_\_\_\_  
Zip Code

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

5. NCARB File Number: \_\_\_\_\_

6. Canadian Architectural Certification Board Number: \_\_\_\_\_

7. Number of times each A.R.E. Division was taken previously:

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8. If you have a permanent disability, as defined in the Americans with Disability Act, and need a special accommodation to take the A.R.E., check the appropriate line and explain your disability and what accommodation is needed. Attach additional sheets if necessary. YES ☐ NO ☐

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9. List your educational background, the degree awarded, and the year of graduation:

High School: \_\_\_\_\_

Address: \_\_\_\_\_

Diploma Awarded (yes or no): \_\_\_\_\_ Year: \_\_\_\_\_

Name of Undergraduate Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Year: \_\_\_\_\_

Name of Post Graduate Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Year: \_\_\_\_\_

10. Has any Board of Architecture, State or Municipality taken any "disciplinary action" against you?

"Disciplinary Action" means any reprimand, fine, probation, suspension, revocation, cease, and desist order, denial of registration, or other action through which a person sanctioned for a violation of laws relating to the practice of architecture or the registration of architecture, including any consent order, settlement, agreement, stipulation, or the like which incorporate such sanctions. YES ☐ NO ☐

If yes, explain (attach additional sheets if necessary): \_\_\_\_\_

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11. Have you had any disciplinary or corrective action take against you, or had your right to practice restricted, by any professional association or society? YES ☐ NO ☐

If yes, explain (attach additional sheets if necessary): \_\_\_\_\_

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12. Has your eligibility to take the A.R.E. been revoked or suspended in any jurisdiction?  
YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

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13. Have you been under investigation by any state, federal, or local municipality for violating the laws regulating the practice of architecture? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

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14. Have you surrendered a license issued to you by an U.S. state or any Canadian provincial licensing agency for any reasons other than failure to renew a license? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

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15. Have you been arrested, charged, indicted, found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States or Canadian province, whether or not sentence was imposed, including suspended imposition of sentence or suspended execution of sentence? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



***Attach a 2"x3" photograph***

I have truthfully answered the foregoing questions, and I understand that falsifying this application will result in revocation of my eligibility to take the A.R.E. and any further disciplinary action as the Board deems appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***REMINDER: It is your responsibility to keep this Board informed of your current address.  
Changes in your records must be made in writing.***